



GUIDE FOR ORIENTATION OF NEW EMPLOYEES

INSTRUCTIONS

This form is for use in orienting new VA employees. It covers the first two phases of the orientation process, viz: (I) at the employee is inducted, and (II) at the time of report to the work site. Phase III (Group Orientation) ordinarily should not be given sooner than 3 or even 6 weeks after appointment. These checklists are not intended to be all-inclusive, but to serve as a convenient reminder of the important matters that should be covered. Those items not applicable or

appropriate to your type of station need not to be used. Space is provided for inserting other necessary or desirable items. Check off the topics discussed with the employee. Before the employee reports for duty, the personnel office should fill in on both parts of the form the employee's name, title, etc., and send the Phase II portion to the supervisor as an advance notification. Stations having a standard checklist for Phase I may use it in place of this sheet:

NAME, TITLE, AND GRADE OF EMPLOYEE

EOD DATE

ORGANIZATION (*Service, division, etc.*)

CHECK	PHASE I - IN THE PERSONNEL OFFICE	
	1. PREPARE PROPER ACCOMMODATIONS FOR THE INTERVIEW. A quiet place, private if possible. Neat and orderly surroundings.	8. EXPLAIN AVAILABLE BENEFITS AND SERVICES. Medical, educational, training, recreational, housing, transportation, etc. Federal Employees' Group Life Insurance, Health Benefits Plans, etc.
	2. WELCOME EMPLOYEE AND PUT HIM OR HER AT EASE. Use a friendly approach. Offer a comfortable chair. Show a genuine interest.	9. HAND OUT "EMPLOYMENT FOLDER." Explain its purpose. Show and briefly introduce enclosed material. Suggest reading the material before attending group orientation session.
	3. INDICATE THE PURPOSE OF THE INTERVIEW. To explain orientation program, of which this is a part. To discuss immediate needs and problems.	10. SCHEDULE EMPLOYEE FOR STATION SAFETY TRAINING.
	4. GIVE INFORMATION ABOUT GROUP ORIENTATION MEETING. Time and place. A handout of subjects to be covered, if available. Relationship to first two phases of the orientation process.	11. OTHER (<i>Add items as appropriate</i>).
	5. DESCRIBE THE WORK ASSIGNMENT. Name and location of the organizational unit. Position title and grade. Brief rundown of duties typical of the position. Name and title of immediate supervisor.	12. ENCOURAGE EMPLOYEE TO ASK QUESTIONS. Answer them as fully as you can.
	6. EXPLAIN MISSION OF VA AND OF STATION. Importance of services rendered. Opportunity to contribute to accomplishment of these missions.	13. INTRODUCE EMPLOYEE TO STATION OFFICIALS. Station director and assistant director, if feasible. Other appropriate top officials in the organization.
	7. GENERAL INFORMATION ABOUT CONDITIONS OF EMPLOYMENT. Nature of appointment. Salary, including "pay lag," pay plan, withholding, retirement, other deductions, etc.	14. ESCORT EMPLOYEE TO SUPERVISOR. Introduce employee. Ask supervisor to follow through on orientation, using Phase II checklist.

SIGNATURE AND TITLE OF PERSON(S) CONDUCTING ORIENTATION

DATE



GUIDE FOR ORIENTATION OF NEW EMPLOYEES

INSTRUCTIONS

This checklist is for use by the supervisor(s) in orienting a new employee reporting for duty at the work unit. The list is intended not to be all-inclusive, but to serve as a convenient reminder of the important matters that should be covered. Those items not applicable or appropriate to your type of situation need not be used. Space is provided for inserting other necessary or desirable items. Some topics may best be discussed with the employee by the division or service

chief; others may be more suitable for discussion by the immediate supervisor. Check off the items covered in the interview(s). The form should be signed and returned to the personnel office within 15 days after the employee's entrance on duty. (Note: Both sheets may then be destroyed. If preferred, they may be held for a locally determined time for such purposes as review by the Training Development Committee and then destroyed.)

NAME, TITLE, AND GRADE OF EMPLOYEE

EOD DATE

ORGANIZATION (Service, division, etc.)

CHECK		PHASE II - AT THE WORK SITE	
	1. GET READY TO ORIENT THE NEW EMPLOYEE.		6. (Continued)
	Review experience, education, training.		Use of telephone.
	Have current job description or list of duties and responsibilities available for discussion.		Other practices and procedures, e.g., uniforms, smoking, etc.
	Have work place, equipment, and supplies ready.		7. INSTRUCT EMPLOYEE IN DUTIES, OR ASSIGN TO A QUALIFIED INSTRUCTOR.
	Prepare a quiet, private place for the interview, if possible.		Discuss duties and responsibilities of job.
	2. WELCOME EMPLOYEE AND PUT HIM/HER AT EASE.		Explain quality and quantity requirements.
	Use a friendly approach. Offer a comfortable chair.		Assign employee to work place.
	Indicate your work relationship to the employee.		Give step-by-step instruction (JIT four-step method, if appropriate).
	Inquire about housing, transportation, and parking situation.		Indicate availability of help when needed.
	Discuss background and interests.		Provide learning aids, i.e., samples of work, forms, manuals, procedures, etc.
	3. EXPLAIN THE WORK OF THE UNIT.		Explain use and care of whatever tools, equipment, and supplies, are required.
	Its organization and functions.		Stress security or confidential aspects of job, if any.
	Indicate employee's position in the unit.		8. SAFETY ORIENTATION.
	Explain relation of employee's work to that of others.		Stress importance of working safely.
	Explain to whom employee reports and who, if any, reports to employee		Potential hazards and safety procedures.
	4. SHOW EMPLOYEE THE LAYOUT AND AVAILABLE FACILITIES.		Personal protective equipment and its use.
	Explain layout of office or work area.		Location of: emergency phone numbers, fire alarm boxes, and extinguishers.
	Show elevators, rest room, water fountain, and similar facilities.		Appropriate actions to be taken if you are injured or if someone is hurt.
	Discuss station and other eating facilities.		Disaster instructions and evacuation plans and procedures.
	5. INTRODUCE EMPLOYEE TO OTHER UNIT SUPERVISORS AND CO-WORKERS.		9. OTHER (Add items as appropriate).
	Indicate to each the new employee's position.		
	Mention briefly the duties of each person introduced.		
	Identify time clerk and personnel clerk.		
	Arrange for a co-worker to lunch with employee the first day (or, better still, go yourself).		
	6. EXPLAIN UNIT RULES AND REGULATIONS.		10. FOLLOW-UP.
	Hours of work, punctuality, good attendance.		Check progress often during first few days.
	Lunch and rest periods, if any.		Encourage questions and answer them fully.
	Leave, including when and to whom requests should be made.		Make corrections tactfully, as necessary. Give encouragement.
SIGNATURE AND TITLE OF SUPERVISOR(S) CONDUCTING ORIENTATION		DATE	
		DATE	